



**CITY OF BRANSON**  
**PLANNING & DEVELOPMENT**  
110 W MADDUX ST, SUITE 215  
PHONE: (417) 337-8535  
FAX: (417) 334-2391

FOR OFFICE USE ONLY: Project No. _____
FEE & CODE: <b>\$350.00</b> STVA
DATE & INITIALS: _____
PAYMENT TYPE: <input type="checkbox"/> CASH Receipt # _____
<input type="checkbox"/> CHECK # _____
<input type="checkbox"/> CREDIT CARD REF # _____
PUBLIC NOTICE DATE: _____
PUBLIC HEARING DATE: _____ @ 7:30 PM

## STREET VACATION APPLICATION

**Applicant Name** (Please Print): \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant requests a street vacation be approved for the following legally described property:**

**Street Address:** \_\_\_\_\_

### REQUIRED INFORMATION TO BE INCLUDED BEFORE APPLICATION WILL BE ACCEPTED

☒ Please attach a recent copy of the **WARRANTY DEED/DEED OF TRUST** along with a legal description for the right of way to be vacated.

☒ Letters from the attached list of utility companies must be submitted prior to public hearing.

**Purpose or reason for the vacation:** \_\_\_\_\_

**Restrictions:** (Note: zoning WILL NOT supersede deed restriction(s), if any.)

☐ No deed restrictions

☐ A list of restrictions have been attached.

### PROPERTY OWNER/AGENT INFORMATION

**Owner's Name** (Please Print): \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_

**Agent's Name** (Please Print): \_\_\_\_\_

**Agent's Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Agent's Signature:** \_\_\_\_\_

### ACKNOWLEDGMENT OF PROPERTY OWNER

STATE OF \_\_\_\_\_ )  
 ) SS.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be the person described in and who executed the foregoing application, and acknowledged that he/she executed the same as his/her free act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at my office in \_\_\_\_\_, \_\_\_\_\_ the day and year first above written.

/s/ \_\_\_\_\_  
Notary Public

My term expires \_\_\_\_\_



## **Planning & Zoning Commission /** **Board of Adjustment Application Notes**

**The applicant and/or representative MUST attend the meeting or the request will be postponed to the next regularly scheduled meeting.**

- \* A meeting schedule, which includes application submittal deadline dates, is posted on the Planning & Development Department homepage at [www.bransonmo.gov](http://www.bransonmo.gov) or available upon request. No applications will be accepted if incomplete or submitted after deadline date.
- \* The “applicant” is the person or persons making the request of the Commission.
- \* The “owner” is the owner of the subject property.
- \* The “agent” is anyone representing the applicant and/or owner.
- \* The owner’s signature must be an original signature, not a photocopy or fax.
- \* The legal description must be either a lot, block and subdivision description or a complete metes and bounds description.
- \* Copies of any covenants or deed restrictions pertaining to the subject property must be provided to the Planning Division.
- \* For proof of ownership, attach a copy of the owner’s WARRANTY DEED or DEED OF TRUST. QUIT CLAIM DEEDS are not acceptable.
- \* Site plans as requested must be accurate and to scale. Applicant must include an 11 X 17 copy.
- \* All building and structures must meet city adopted building codes and regulations. Please contact the Building Division, (417) 337-8547, for specifics.
- \* Copies of the staff report and proposed resolution concerning your request will be available for pick up in the Planning Division office three (3) working days prior to the meeting.

The Planning Division, (417) 337-8544, will be glad to answer any questions you may have or put you in touch with other necessary City departments.

**CITY OF BRANSON  
PLANNING & ZONING COMMISSION**

110 W. MADDUX, SUITE 215

BRANSON, MO 65616

PHONE: (417) 337-8535

FAX: (417) 334-2391

**VACATION APPLICATION NOTES**

As part of your application, please include letters from the following utility companies stating any concerns or easement restrictions related to the requested vacation. Please request that the utility company fax a copy to the Planning and Development Department at the above fax number as well as send you, the applicant, the original, in the mail. If all letters are not received by the Planning and Development Department by the Tuesday prior to the scheduled Planning and Zoning Commission meeting, your application will be considered incomplete and will be pulled from the agenda at the public hearing. Please feel free to contact the Planning and Development Department with any questions you may have.

**White River Valley Electric**

PO Box 969

Branson, MO 65615

(417) 335-9335

**CenturyTel Telephone Company**

211 S. Third Street

Branson, MO 65616

(417) 334-9283

**Empire District Electric**

215 W. Main

Branson, MO 65616

(417) 334-7133

**Suddenlink Communications**

310 Walnut Extension

Branson, MO 65616

(417) 334-7897

**City of Branson**

Attn: Kendall Powell

616 W. Pacific St.

Branson, MO 65616

(417) 337-8561